



# University of Regina

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## Faculty of Social Work Saskatoon Campus

### 2023-2024 STUDENT HANDBOOK

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**Innovation Saskatchewan: The Concourse**  
111 – 116 Research Drive  
Saskatoon, SK S7N 3R3

☎ 306-664-7370 📠 306-664-7131  
<https://www.uregina.ca/socialwork/>

**Office Hours:**  
**8:30 am - 12:00 pm & 1:00 pm - 4:30 pm**  
**Monday to Friday**

Exceptions to the above schedule are made for all statutory and university holidays. Office closures outside of the above schedule will be posted on the door of Suite 111.

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Go far, *Together.*

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## INTRODUCTION

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The [Faculty of Social Work](#) boasts an exceptional team of more than 35 knowledgeable and approachable faculty, staff and sessional lecturers, all dedicated to the educational and professional success of our students. The Faculty of Social Work is situated on Treaty 4 lands with a presence in Treaty 6. These are the territories of the nêhiyawak, Anihšīnāpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation. The Saskatoon Campus is located in Innovation Saskatchewan at [116 Research Drive: The Concourse](#), Room 111.



This guide intended to support Saskatoon and Distance Social Work students with common questions and concerns. There are clickable links within this document, which will take you directly to the appropriate website location.

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## FACULTY OF SOCIAL WORK POLICIES & PROCEDURES

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### STATEMENT ON STUDENT PERFORMANCE OF PROFESSIONAL RESPONSIBILITIES

Social Work is a specialized profession and the Bachelor of Social Work (BSW) is a professional degree. The Faculty of Social Work's [Student Performance of Professional Responsibilities](#) policy expects all Social Work students to demonstrate a professional attitude as well as a professional behaviours and interactions both inside and outside the classroom. This expectation adheres to the [CASW Code of Ethics, Values and Guiding Principles](#) and [SASW Standards of Practice](#).

### ACADEMIC REGULATIONS

Students should be familiar with the [Faculty of Social Work's Academic Policies](#). BSW students must maintain a 70% GPA on their social work courses to remain in the program. In addition, BSW students must obtain a 70% GPA on their program requirements to be eligible for graduation.

The Faculty follows all other [U of R Academic Regulations and Information](#) of the U of R and their [Important Deadlines and Dates](#).

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## GETTING STARTED

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Students regularly access specific programs to register for classes, take courses, and communicate with instructors as well as other student matters during their time at the U of R. Please ensure you become familiar with how to use these programs. We also recommend that you also watch the [U of R's New Student Videos](#).

### UR SELF-SERVICE

[UR Self-Service](#) Login is a secure, web-based program, which enables students to obtain and/or change confidential information as well as register in or drop courses and more.

The User ID is your U of R student number (9 digits.) Your PIN is 6 digits. First-time users will have the pin set as birth date in daymonthyear (e.g. 020694). Contact the [U of R Information Services Help Desk](#) at: 306-585-4685 or 1-844-585-4685 if you encounter problems.

### UR WEBMAIL

Students are assigned a UR email address using [UR Webmail](#). UR webmail is the primary method of communication to students from the U of R. Students should check their email on a regular basis and are responsible for ensuring they are receiving emails.

### UR COURSES

[UR Courses](#) is the primary Online Learning Environment (OLE). Access to courses is available at the start of the semester. Students who enrol after the semester starts, will have access to the course approximately 24 hours after enrollment.

If you are missing a course in UR Courses or have questions regarding assignments, exams, or course materials, contact your instructor. If you are registered in a fully online course, visit [Flexible Learning's Online Course Support page](#) for additional information.

### PERSONAL INFORMATION

You can update your personal contact information mailing address and telephone number in UR Self-Service. Changes to name, email addresses must be submitted to the [Registrar's Office](#).

### CONFIRMATION OF ENROLMENT

This can be obtained for a fee of \$10 through UR Self-Service using [MyCredits™](#) (Go to Student > Student Records > Document Requests > Choose Confirmation of Enrolment > Select the appropriate term.)

### TUITION

[Tuition](#) is due on the first day of lectures (Note: tuition does not cover [cost of attending undergraduate studies](#).) Use UR Self-Service to obtain amounts owing and pay your tuition using one of the [payment options](#). Refund information can be found in UR Self-Service in "My Refund Schedule."

**The Saskatoon Campus general office does not accept tuition payments.**

### STUDENT PHOTO IDENTIFICATION

[U of R Student Photo ID Cards](#) can be used for Confirmation of Enrolment for exam writing purposes and access to many services, including student discounts.

You can request your new Student ID card online through UR Self-Service (Go to Student Services > Student Records > U of R Photo ID Card Request.) A digital photo and a copy of valid government issued photo ID are needed for uploading. Allow 3-5 days for processing.

### TEXTBOOKS

Saskatoon Campus textbooks can be ordered from the [U of R Campus Bookstore](#). To obtain a textbook list 2 weeks prior to semester start, log in to UR Self-Service. Textbooks purchased from the bookstore will be shipped to you by for a nominal fee for each purchase.

If the textbook is not listed in the Campus Bookstore, refer to the course outline for more information.

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## REGISTRATION

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Students are responsible for independently registering themselves in classes. Advising may be used to discuss students' course sequencing and planning; however, advisors do not select or register classes for students. Students should review the [Recommended Course Sequencing](#) on a regular basis and familiarize yourself with the Faculty of Social Work [registration information](#) and U of R [registration information](#).

Registration period for U of R classes are:

- **March for 2024 Spring/Summer, Fall AND 2025 Winter courses.** Note: Moving forward the U of R will have one-year registration. [Course offerings](#) and registration eligibility will be available for viewing approximately a few weeks prior to the registration period opening.

Your **time ticket** is your registration date and time, which is based on the total credit hours completed. You can find your time ticket in UR Self-Service and this will be viewable a few weeks prior to the registration period opening. Students outside of Regina and Saskatoon are eligible for a time ticket by contacting [Special.Registration@uregina.ca](mailto:Special.Registration@uregina.ca) to request it.

**Students should register as soon as possible to secure a spot.**

### COURSE OFFERINGS

Students have options to take courses face to face, remotely, and online. Flexible Learning course options can be viewed [here](#). Note: Certain sections of online classes are reserved for students outside of Regina and Saskatoon; Yukon sections are reserved for BSW Yukon Program students only. Please check for restrictions.

These are tools which help students with planning, selecting and registering for classes:

#### [Visual Schedule Builder \(VSB\)](#)

VSB allows students to search and select classes to visually pre-plan a course schedule. The program does not register students in courses; UR Self-Service must be used to register. It is recommended that students also use UR Self-Service to check for course details, such as pre-requisites, restrictions, location and modality. Please take some time to go through the Visual Schedule Builder tutorial when you begin using the program.

#### [Advisor Degree Audit](#)

Advisor Degree Audit tracks your completed courses and how they meet the BSW requirements, which courses you have remaining to take as well as help you plan courses for future semesters. We recommend referring to Advisor Degree Audit to assist with course planning and selection prior to registration and review their program prior to advising. Please view the Advisor Degree Audit tutorial in UR Self-Service before using the program.

### WAITLISTS

If a class is full, students can add their name to the waitlist. All courses - except SW 348 & 448 - are scheduled with waitlists. Students must follow the [waitlist instructions](#). Waitlists do not confirm a seat in the class. **Students cannot request overloading a course if there is a waitlist.**

*If the waitlist notification email is sent prior to the first day of classes, there will be 24 hours to register for the class. For Fall/Winter terms at 10:00am on the first day of classes until the waitlist deletion, there will be 12 hours to register for the class. **If the student has not registered within those times, the spot will go to the next student on the waitlist.***

Waitlists are deleted at 11:59 p.m. on the seventh calendar day after classes begin; waitlist deletion deadlines can be found [here](#).

**Once the waitlist has been deleted, students can then request overloading a class.**

### OVERLOADING A CLASS

Only when the waitlist has been dropped, a request to overload a class can be made. Requests are first come first serve basis. Requesting an overload/late registration does not guarantee a seat in the class. Instructors or advisors will not grant permission to overload prior to the waitlist drop date; **any requests prior to the drop date will not be reviewed or approved.**

To overload a class, a student must:

1. Ask the instructor for permission (must be done AFTER the waitlist has been dropped);
2. If the instructor is willing to take an additional student, complete the Faculty of Social Work [Registration Permit/Overload Form](#). Ensure an instructor signature is included OR an email from the instructor providing permission is attached;
3. Email the completed form to [SW.StudentServices@uregina.ca](mailto:SW.StudentServices@uregina.ca)

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## COURSES AT OTHER INSTITUTIONS

Some students at the Faculty of Social Work have taken or are taking courses through other institutions. This includes students who are taking the Blended Approach and are dual students at the University of Saskatchewan and the University of Regina. There may be other students who may take a course through another institution because it is not offered at U of R in a given semester. Students may receive potential transfer credit for these courses. **Transfer credit is recognition of a course from another institution which is considered equivalent to a course at the students' home institution** (i.e., the course is considered equivalent to an existing U of R course.)

**If a student has taken a course at another institution and has a final mark, they must submit their transcripts with final marks to the University of Regina Enrolment Services to receive potential transfer credit.** Students can check for U of R equivalents using the [Transfer Credit Database](#). Please be aware that it can take up to 4 weeks to have the transfer credit assessed and that there is a \$100 fee. When the assessment is complete, you will receive email notification from the Transfer Credit office.

**If a student wants to take a course at another institution, they can request a letter of permission.** A [Letter of Permission](#) (LOP) is a letter that permits a student to take a course at another institution as a "Visiting Student." If a student would like to request taking a course at another institution, they must:

1. Ensure the class(es) requested are not available at the U of R in that semester;
2. Ensure that they are in good academic standing;
3. Meet with an advisor first to discuss this option;
4. Use the [Transfer Credit Database](#) to check for course equivalency and determine if a LOP is appropriate;
5. Ensure the [form](#) is completed correctly;
6. Send the completed form to [Student Services](#)

Forms should be submitted prior to the start of the semester. Please be aware that there is a \$30 fee per approved course. Once the form has been completed, the class(s) have been verified for transfer equivalency and approved, the course will be listed as in progress on the student academic record in advance.

**Upon completing of a class, students must send transcripts with final marks to the University of Regina to receive potential transfer credit.** This should be done after each semester has been completed. Please be aware that there is a \$100 fee to have a transfer credit assessment. Once the transcript has been received and processed, the transfer credit will show on the students' academic record.

Official transcripts with final marks can be sent using [MyCredits](#) or can be sent directly from the learning institution to:  
Enrolment Services (AH 108)  
University of Regina  
3737 Wascana Parkway  
Regina SK S4S 0A2

Any inquiries regarding transcripts can be sent to [enrolment.services@uregina.ca](mailto:enrolment.services@uregina.ca) or 306-585-4591. Expect up to 4 weeks of processing time. Please note that transcripts should not be mailed or dropped off at the Saskatoon Campus.

## FINAL EXAMS AND FINAL PAPERS

Final exams are not returned to students. However, students may view their final exams, once the grades show up in UR Self-Service, for a period not exceeding six months. Final papers/projects will be retained at the Social Work Student Services Office for a period not exceeding two months.

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## STUDENT SUPPORT

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### ACADEMIC ADVISING

Students are responsible for ensuring they register in courses and meet the requirements of their program. Please review the [U of R Undergraduate Calendar](#).

The Saskatoon Campus has Academic Program Advisors who are available to advise Pre-Social Work and BSW students north of Davidson. Appointments can be booked with our [Academic Advising Booking](#).

### LIBRARY

#### JOHN ARCHER LIBRARY

Students have access to all [U of R library borrowing services](#) and online resources. [UREAD](#) allows students to have materials mailed to their home. The Faculty of Social Work Librarian is Christopher Read. You can reach him by [email](#) or by phone at 306-585-5113.

#### FIRST NATIONS UNIVERSITY OF CANADA - SASKATOON

Saskatoon Students have access to the FNUC library in Saskatoon. They can be reached at 306-931-1800 ext. 5430 or through [email to Hongru Liu](#) at the following hours:

Monday to Friday:  
8:30am – 12:00pm  
1:00pm – 4:30pm

#### UNIVERSITY OF SASKATCHEWAN

Students also have limited access to U of S library services. To access the U of S library, students are required to bring a U of R Confirmation of Enrolment and photo identification. Library orientation attendance may also need to be completed.

### STUDENT AWARDS AND FINANCIAL AID

#### U OF R SCHOLARSHIPS AND AWARDS

The U of R offers a number of [scholarships and awards](#) to Social Work students. Access [application tips and help](#) for completing scholarship and award applications. They can also be contacted by [email](#).

#### STUDENT LOANS

Common questions concerning student loans can be found [here](#). Any other student loans questions can be directed to: [student.loans@uregina.ca](#) or 1-800-644-4756 (toll free).

### STUDENT SUCCESS CENTRE

The [U of R Student Success Centre](#) provides numerous services to all U of R students to support academic success including:

- 1) [Academic Excellence Workshops](#)
- 2) [Writing Supports](#)
- 3) [Learning Skills Consultation](#)
- 4) [Tutoring Options](#)

### CENTRE FOR STUDENT ACCESSIBILITY

Students who may require services and support with academic accommodations must register with the [Centre for Student Accessibility](#) Office EACH SEMESTER. The U of R Accommodation Policy can be viewed [here](#). For further information, contact [accessibility@uregina.ca](#) or 306-585-4631.

### STUDENT MENTAL HEALTH

The [Mental Wellness Hub](#) was created to support the mental well-being of students. There are numerous supports and services in the hub such as [The Online Therapy Unit](#) (free) and [mywellness](#) (free), which students are encouraged to access and utilize.

Students may also access [Student Mental Health](#). However, the [contact form](#) must be completed prior to receiving services. Lynn Thera is the counsellor for the Saskatoon Campus; please indicate that you are located at the Saskatoon Campus and mention Lynn on the contact form. Hours are from Monday to Friday - 8:30 a.m. to 4:30 p.m.

### CENTRE FOR EXPERIENTIAL AND SERVICE LEARNING

The [Centre for Experiential and Service Learning](#) supports students in gaining skills specific to their goals and educational path while obtaining transferable skills, knowledge, and experience to ensure they are career-ready. They offer workshops, training, goal setting and self-assessments, as well as career guidance and training in résumé writing and job interview skills. You can contact them at [experiential.learning@uregina.ca](#) or [student.employment@uregina.ca](#).

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## COMMON QUESTIONS

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### Can I take the program at the Saskatoon Campus?\*

We have full compliment of social work faculty and staff at the Saskatoon Campus, and students have been taking social work courses from this campus for over 30 years.

We have the same number of social work courses in Saskatoon as compared to the Regina campus, and offer in-person, remote and online social work courses to our students. We offer a few general university studies courses in person as well.

### Where is the Saskatoon Campus located?\*

We are located at Innovation Saskatchewan: Saskatoon at [116 Research Drive \(The Concourse.\)](#) The main office is Room 111. The classrooms are Room 121 and Room 123.

Although we are close to the University of Saskatchewan, our campus is NOT affiliated with this university. The program and the campus are considered a part of the University of Regina, which happens to be in Saskatoon.

### Is there a place to study?\*

Students are able to quietly study or do their work in the Computer Lab and AV Lab, which are located in Rooms 123.2 and 121.3, respectively. Please use earphones if you are using these rooms to attend remote courses. These rooms are open from 8:30 a.m. to 4:30 p.m. After business hours, students will be limited to the common areas of the Concourse Building; however, most of the other tenants will not be in the building after 5:00pm.

### Is there parking?\*

There is parking near the Galleria building and nearby buildings at Innovation Place, but it is paid parking. You may use the metered parking spots using the PayByPhone App. You can also request a day pass for \$9 or monthly parking pass for by emailing [saskatoon@innovationsask.ca](mailto:saskatoon@innovationsask.ca), then picking up the pass at [210-15 Innovation Boulevard, Galleria Building \(2<sup>nd</sup> floor.\)](#) Proof of enrolment or a valid student ID is required.

The [Innovation Saskatchewan interactive map](#) lists both visitor parking (metered) and tenant parking (day and month passes.)

### How can I access the building after hours?\*

To access the building after 5:30 p.m. an access card must be obtained. Access cards can be requested by emailing [saskatoon@innovationsask.ca](mailto:saskatoon@innovationsask.ca) and picking up the card at [210-15 Innovation Boulevard, Galleria Building \(2<sup>nd</sup> floor.\)](#) Proof of enrolment or a valid student ID is required.

### Is there somewhere to print assignments?

Student printer is located in Student Lounge: Suite 119, Concourse. Printing fees will be charged to your U of R account and can be paid, along with tuition, through U of R Self-Service. Printing is not permitted at the front desk.

### As a U of R student in Saskatoon, will there be recreational facilities for me to use?\*

Your U of R Confirmation of Enrolment and photo identification will allow you to purchase a reduced, monthly membership at the Physical Activity Centre, U of S.

Saskatoon Students can access Saskatchewan Polytechnic's Fitness Facilities, intramurals, In-person or remote Group Fitness Classes, personal consultations, and entry into wellness challenges for free. The Fitness Centre is in Rm 116, the weight room and main office is in Rm 118, and the gymnasium is in Rm 110.

U of R Saskatoon students interested in obtaining a fitness membership must first create an account by clicking [here](#). After creating an account, students are required to email <mailto:wellness@saskpolytech.ca> to notify them of the account creation. Saskatchewan Polytechnic will generate a membership and students can then download the Sask Polytech Fitness & Rec App to obtain a barcode, which allows you to scan into the facilities.

### Do I get a bus pass?\*

City of Saskatoon Transit Semester Bus Passes: U of R students are eligible to purchase a City of [Saskatoon student bus pass](#). Note: Route #13 makes regular trips to Innovation Saskatchewan.

Access Transit: Provides services, upon individual request.

### Do I have medical and dental coverage?

Saskatoon Campus students are provided [URSU Health and Dental Plan](#) through [mystudentplan.ca](http://mystudentplan.ca) and new insurance carrier, Canada Life (policy number 177841.) Policies are effective on September 1<sup>st</sup> or January 1<sup>st</sup> (depending on opt in date) and ends on August 31<sup>st</sup> for both periods. Your student ID number is your plan ID number.

Students who do not wish to receive this service must opt out prior to a deadline date (approx. one month into start of semester) by completing and submitting the [Opt Out Form](#).

### Will the General Office give me contact information for one of my instructors?

The Social Work Student Services Office (Room 111) does not distribute contact information for instructors or students. Instructors may be contacted via information provided to students in course syllabuses only. Student contact information can only be provided with consent from the individual student.



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## STAY CONNECTED

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### SASKATOON SOCIAL WORK STUDENT SOCIETY (SWSS)

Saskatoon Campus SWSS meets regularly to arrange upcoming events, community activism, job postings and other relevant information for students. You can find the student society on:

[Facebook](#) : University of Regina - Saskatoon Social Work Student Society (SWSS)

[Instagram](#) : swss.saskatoon

[Email](#) : swss.saskatoon@gmail.com

### 2023-2024 Executive

President: Susan Jepsen

Vice President: Krystina Schmidt

Director of Administration: Julia Belanger

Director of Communications: Julia Belanger

Director of Student Affairs and Engagement: Jenna Therens

Director of Events: Desiree Rutten

Director of Finance: Jenna Therens

Director of Fundraising: Krystina Schmidt

Grad Committee: Jenna Therens

### FACULTY OF SOCIAL WORK



[Website](#)

[Facebook](#)

University  
of Regina

### UNIVERSITY OF REGINA STUDENTS UNION (URSU)



[Website](#)

### SASKATCHEWAN ASSOCIATION OF SOCIAL WORKERS (SASW)



[Website](#)

[Facebook](#)